

## King and Queen County

### Help Wanted

Fulltime fiscal/purchasing assistant in the King and Queen County Finance Department. Duties include but not limited to purchasing and procurement in accordance with County policy and VPPA as well as assistance with processing of accounts payable and payroll as needed. Must have good verbal and written skills and ability to work under deadlines. Microsoft Word and Excel proficiency required, BAI Municipal software and local government accounting experience preferred. Starting salary of \$29,736 with County benefits package. Application is available on the King and Queen County website ([www.kingandqueenco.net](http://www.kingandqueenco.net)). Return application and résumé to Diane Gaber, Human Resources, PO Box 177, King & Queen CH, VA 23085. Position is open until filled. King and Queen County is an Equal Opportunity Employer.

Office of the County Administrator  
P. O. Box 177, King and Queen Courthouse, Virginia 23085  
Phone: (804) 785-5975 – Fax: (804) 785-5999

**Full – time Fiscal/Purchasing Assistant – King and Queen County Finance Department**  
*(Position open until filled)*

**King and Queen County**  
**APPLICATION FOR EMPLOYMENT**

**NOTICE:** King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S Citizens will be required to produce a valid driver’s license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S.

King and Queen and its employees are subject to the Drug-Free workplace Act of 1988. You will be subject to drug and alcohol testing requirements.

PERSONAL INFORMATION		
Please provide your personal and contact information.		
Name (Last, First, MI)		Nickname
Street Address		
_____		
City	State	Zip Code
Mailing Address (if different from above)		
_____		
(____) - _____ - _____	(____) - _____ - _____	(____) - _____ - _____
Home Phone	Cell Phone	Other Phone
Position Applying For:		
_____		
E-mail Address _____		
Are you at least 18 years of age? _____		
REFERENCES		
Please provide three personal references.		
1) _____	(____) - _____ - _____	
Reference’s Name	Phone Number	
	Email Address: _____	
Mailing Address		
2) _____	(____) - _____ - _____	
Reference’s Name	Phone Number	
	Email Address: _____	

Mailing Address

3) \_\_\_\_\_ (\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
 Reference's Name Phone Number  
 \_\_\_\_\_ Email Address: \_\_\_\_\_  
 Mailing Address

**EDUCATION**

**Please provide the following educational information.**

_____	_____	_____
Name of High School Attended	City, State	Dates Attended

Circle the highest grade you have completed:      1 2 3 4 5 6 7 8 9 10 11 12

Circle all that currently apply to you:

GED    High School Diploma    Associate's    Bachelor's    Master's    Doctoral    Business

List all colleges, universities, trade, vocational and military schools you have attended:

_____	_____	_____
Name of Institution	City, State	Dates Attended

_____	_____	_____
Name of Institution	City, State	Dates Attended

_____	_____	_____
Name of Institution	City, State	Dates Attended

Are you fluent in any foreign languages? (Circle one)                      Yes                      No

If so, list the language(s). \_\_\_\_\_

Typing Skills \_\_\_\_\_

Give information regarding your office and computer experience including Software knowledge and skills? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OTHER**

If offered employment by the County, when will you be able to start work: \_\_\_\_\_

Have you ever been convicted of or plead guilty to a felony? \_\_\_\_\_ If yes, explain: \_\_\_\_\_

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Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with County: \_\_\_\_\_

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**EMPLOYMENT**

**Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)**

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Your Job Title Immediate Supervisor

\_\_\_\_\_/\_\_\_\_\_  
Begin Date End Date

Reason for leaving: \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

This application when properly completed and accepted by appropriate company personnel will remain active for 30 days from the date accepted and will be considered for any vacancy during this period for which the applicant has applied. This application will not be considered for employment vacancies beyond the 30 day period, unless renewed in person by the applicant.

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Administration Office any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I hereby authorize the King and Queen County Sheriff's Department or any other law enforcement agency or court of record to furnish the King and Queen County Administration Office information concerning any felony or misdemeanor of which I have been convicted.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Please mail completed application to:**

**King and Queen County Administrator's Office  
P. O. Box 177  
King and Queen Courthouse, Virginia 23085  
Attn: K. Diane Gaber**

**OR**

**Deliver in person to our office at:**

**232 Allen's Circle  
King and Queen Court House, VA 23085**